

Personnel Monthly

State Personnel Department

Message From Alabama Attorney General Troy King

I am proud to have spent my career in service to the people of Alabama. During the last thirteen years, I have served as a merit system lawyer, a political appointee, and now, an elected official. This service has given me a unique perspective on the work of State employees. No matter what my vantage point has been, my view of these employees and their efforts has never changed – State employees are, by and large, dedicated men and women who have answered a high calling to invest their careers in the work of making our State a better place to live, to work, to play, to retire, and to grow old. As a citizen and as a fellow State employee, I am proud of all that State employees do.

After all, it is State employees in the Department of Public Safety who patrol our interstates and keep our highways safe. It is State employees who tend and take care of our State parks system so that families can continue to build their relationships hiking, picnicking, camping, swimming, and cooking out together in the same woods, on the same beaches, and in the same rivers and ponds and lakes where

today's parents and grandparents went with their parents generations before. It is State employees who build and maintain our State highway system. It is State employees at the Department of Human Resources who have answered a calling to be the keepers of our most precious resources – our kids – and to shield them from abuse. It is State employees at the Department of Environmental Management who have answered the charge to keep our air and our water clean. It is State employees who staff our classrooms and equip our children to compete in a global economy. It is State employees here in my Office who have answered the calling to serve justice by seeking to see the guilty punished. And it is State employees who fill the ranks of the National Guard who defend freedom and liberty here at home and around the world.

To all those who criticize and condemn the work of State employees, I can only respond by saying that I believe public service is a high and

noble calling that is capably answered by the 35,422 State employees who are dedicated to changing Alabama for the better. Because of them, every Alabamian, from our children to our grandparents, are safer and their quality of life is improved. My family and I are thankful for your work.



Attorney General Troy King with his wife, Paige, and children, Briggs, Colden, and Asher

State Personnel Offers Online Application Process

Recently, the State Personnel Department began accepting applications for certain job classifications via the Online Employment System located at www.personnel.state.al.us. More job classifications are being added for online acceptance, so check back often!

Once a profile has been created, an applicant can securely apply online for multiple job classifications without having to re-

enter his or her information.

To start the process of creating an online profile, select the "MyProfile" link located on the left-hand side of the State Personnel Department's homepage, which will direct applicants to the Online Employment System. The system may also be accessed by selecting the "Apply Online!" link located beside certain job announcements. Both the "My Profile" and "Apply Online" links connect the

applicant to the Online Employment System, where online profiles can be created or existing profiles can be edited. Saved applications may be viewed and additional applications can be submitted via the online profile.

An applicant must have access to a valid e-mail account to create a new profile or to activate an online profile. The State Person-

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Special points of interest:

- **State Personnel Training Schedule**
- **Donated Leave Requests: Your fellow State employees need your help!**
- **Birmingham Vanpool Opening!**

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Ask Sharon: Accounting Technician Classification

I am regularly asked about the minimum qualifications for the Accounting Technician job classification, specifically about the college courses that are required. With the help of the Exams Division of State Personnel, I thought I would address some of the most frequently asked questions.

In addition to the two (2) years of accounting, bookkeeping, or fiscal clerical experience, an applicant must have successfully completed **five** (5) college level accounting classes offered by an accredited college or university. Also an original transcript must be furnished by the applicant.

Q: Which five (5) courses are required?

A: The required courses include: Principles of Accounting I and II; Intermediate Principles of Accounting I and II, or their equivalent; and a fifth upper-level accounting course. We realize that some schools do not call the intermediate level courses "Intermediate." To be equivalent,

the courses must be of a higher level than Accounting Principles, and list Accounting Principles as a prerequisite. The fifth course may be any other course of a higher level than the Accounting Principles, such as Governmental Accounting, Cost Accounting, etc. However, Income Tax Accounting will NOT be accepted.

Q: Are courses taken at a Junior College or from an on-line college acceptable?

A: The rule of thumb that you should go by is whether a four-year accredited college would recognize the courses you have taken as accounting courses and apply them toward a major in accounting if you transferred. If you are not sure about the eligibility of an accounting course, you should contact an accredited four-year

school to make that determination.

Q: Why is an original transcript required? Should I furnish a transcript every time I reapply?

A: The transcript requirement is for your benefit. This requirement ensures that all applicants are equally qualified and coursework is evaluated consistently. Applicants are only required to provide the transcript once. An original transcript is issued by the registrar's office of your school. The State Personnel Department does not accept transcripts that have been sent via facsimile, scanned, or photocopied. Your transcript can be sent separately from your application. After your initial submission, the State Personnel Department will enter your transcript information into a database for future reference.

Personnel Training Schedule—August and September 2008

The following seminars are being offered in August and September. All training offered by Personnel is free to the employee and the agency. For more information visit the State Personnel Department website at www.personnel.state.al.us. To register for a class, please see your agency's training coordinator. We look forward to seeing you in class!

August 26: Family and Medical Leave Act in Birmingham

August 28: Sexual Harassment Prevention in Montgomery

September 3: Employment Law for Supervisors in Montgomery

September 4: Customer Service in Montgomery

September 9: State Government Orientation (Personnel) in Montgomery

September 10: State Government Orientation (Employee Benefits) in Montgomery

September 18: Sexual Harassment Prevention in Montgomery

September 23-24: Dynamics of Supervision in Montgomery

September 25: Family and Medical Leave Act in Montgomery

September 30: Interview and Selection in Montgomery



Meet Andrae McMillian from Agriculture and Industries

Q: What led to your job in Alabama State Government?

A: I really was led to this job out of desperation. I had graduated from college but was working at a warehouse to make ends meet. I visited a mentor of mine for advice and he advised me to send in as many State

applications as possible and to be patient. Eventually I received a test date for this job. I took it, placed well, and was welcomed aboard with the State.

Q: How long have you been working for the State of Alabama?

A: I've been with the State for seven and a half years.

Q: What is your current position?

A: I am the laboratory manager for the State Seed Lab. My job consists of testing a wide variety of seeds in order to confirm or disprove the labels that are on the seeds offered for sale in Alabama. We also give

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Online Application Process, Continued

nel Department will be sending correspondence via e-mail. Ensuring that a valid e-mail address is attached to the profile will facilitate the receipt of any e-mail correspondence.

When establishing a profile, required informational fields are indicated in **red**. As each required section is completed, the color will change to **green**, indicating that all of the required information has been provided. Once all required information has been completed, select "finished." This step creates a profile in the system; it DOES NOT submit a job application.

After completing a profile, an applicant may apply for job classifications, print completed applications, view and edit a profile, submit questions via e-mail, and change a password. The State Personnel Department recommends that job applications be printed and reviewed prior to submission.

Selecting the "find a job you can apply for online" link will direct an applicant to a list of classifications available for online application. However, if a desired job classification is not available through the online system, the

applicant can print a completed application and mail it to the State Personnel Department at 64 North Union Street, P.O. Box 304100, Montgomery, Alabama 36130. Applicants may also fax applications to (334) 242-1110.

There are three categories of job classifications: Continuous, Current, and Promotional. Each category has a list of job classifications available. Once a job classification is selected, the job description will appear, allowing an applicant to determine whether to apply for that classification. The applicant will then be prompted to review his or her profile and will



also be reminded of the State Personnel Department's certification statement. Once the profile and certification statement have been reviewed, the applicant should select "Submit Application." At that point, the applicant has successfully submitted an application to the State Personnel Department via the Online Employment System. All information contained within the applicant's profile will be saved at the time of submission.

At any time applicants can modify information provided in an online profile. However, these changes WILL NOT be reflected on applications previously submitted, with the exception of changes to the applicant's mailing address. If the applicant must modify any other information contained within a previously submitted application, he or she must print the application from the Online Employment System and either mail or fax the amended application to the State Personnel Department. Prior to submitting modified applications, please confirm that the job classification is still open.

Birmingham Vanpool Opening:

The van leaves from the Lowe's parking lot off of I-65 at the Valledale exit and travels to Montgomery. The van departs at 6:00 am and returns at 6:00 pm. The van schedule supports anyone having a 7:30 am – 4:30 pm work schedule. Please contact Ray Faircloth at (334) 353-8578 for additional information. **ALSO, DON'T FORGET THE STATE PERSONNEL DEPARTMENT'S "COMMUTE WITH COMPANY" OPTION AT www.personnel.state.al.us.**

Meet Andrae McMillian, Continued

claims for seeds from farmers and others that do not have them in order for the seeds to be sold correctly.

Q: Could you tell us more about the State Seed Laboratory?

A: The laboratory's primary objective is to verify "truth in labeling" for seeds sold or being offered for sale in Alabama. In order to accomplish this, my wonderful staff and I perform various tests on the seeds. We

divide the seed into component parts in order to derive a pure seed sample devoid of all impurities, such as weeds, inert material or trash, and other crop seeds other than the pure seed. From this test, we get a percentage of pure seed and compare that percentage to what is listed on the label. We then germinate (or grow) the pure seeds and derive a percentage for germination as well. We test for genetic traits such as herbicide resistance, bacteriophages in seeds, and the vigor or strength of the seeds. These, along with other tests, allow us to have good wholesome seeds for consumers in Alabama.

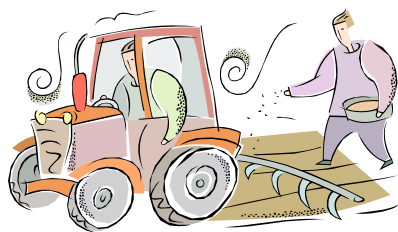
Q: What do you find are the greatest rewards from being in state service?

A: I feel that the stability, the benefits, and the comfort of being in an extended family are the greatest rewards because those are the factors that make this a career and not just another job.

Q: Now for the important question: Alabama or Auburn?

A: I know it's strange but I don't have a preference. I prefer to sit on the sidelines and watch the fans from both sides go at it and enjoy the fun from that. My son pulls for Auburn so sometimes I'll play devil's advocate just to get him all excited but I truly am neutral.

Thank you Andrae for your service, your time, and your thoughtful answers!



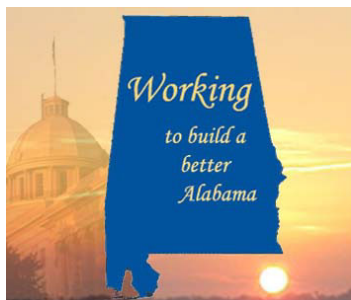
State Personnel Department

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The Alabama Merit System law created the Personnel Department to be administered by a Personnel Director who answers to an independent board. The Board currently consists of five members who serve staggered six-year terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House, and one member is an elected classified state employee who is subject to all merit system rules and regulations.

By law the Board is required to meet once each month. Its principal functions are to:

*adopt and amend rules and regulations;

*adopt and modify classification and pay plans;

*hear the appeals of employees who have been dismissed;

*represent the taxpayers' interest in the improvement of personnel management in the state; and

*advise and assist the Personnel Director.

The Personnel Department is divided into 9 major areas: Classification and Pay; Examination; Certification; Payroll and Personnel Audit; Information Technology; Training; Legal; Administrative Law Judge; and Special Projects. Please remember, the Personnel Department is here to protect the merit system and to serve as a resource for State employees and the citizens of Alabama!

The Personnel Board is scheduled to meet on September 17, 2008 at 10 a.m. in the Board Room on the 3rd Floor of the Folsom Administrative Building in Montgomery. The meeting is open to the public.

Donated Leave Requests



To assist those who have qualified for catastrophic sick leave, State Personnel is listing the names of those State employees who are in need of donated leave. The following individuals need your help:

- ◆ Glenda Adams with Public Health;
- ◆ Gayle Allen with Human Resources;
- ◆ Rachel Babb with Rehabilitation Services;
- ◆ Percy Barlow with Transportation;
- ◆ Rosie Battle with Medicaid;
- ◆ Tamala Beck with Human Resources;
- ◆ Cassandra Belyeu with Tourism and Travel;
- ◆ Yvonne Brown with Public Health;
- ◆ Avis Buford with Human Resources;
- ◆ JenaAnne Campbell with Corrections;
- ◆ Winifred Cannon with Mental Health;
- ◆ Tiffany Carrington with Examiners of Public Accounts;
- ◆ Bessie Carter with Mental Health;
- ◆ Krystalin Church with Transportation;
- ◆ Joni Coman with Revenue;
- ◆ Michael Daniels with Transportation;
- ◆ Teresa Deairy with Public Health;
- ◆ Patricia Donaldson with Transportation;
- ◆ Angela Dowling with Education;
- ◆ Quinton Elliott with Transportation;
- ◆ Deborah Esco with Transportation;
- ◆ James Farris with Revenue;
- ◆ Mary Flowers with Human Resources;
- ◆ Merinda Foster with Transportation;
- ◆ Clara Frost with Mental Health;

- ◆ Rachiel Fuller with Human Resources;
- ◆ Mary Joan Greene with Public Health;
- ◆ Jennifer Greenslade with Rehabilitation Services;
- ◆ Jenni Guerry with Public Health;
- ◆ Gloria Higgins with Human Resources;
- ◆ LaDonna Jackson with Transportation;
- ◆ Larry Jackson with Corrections;
- ◆ Tammye Johnson with Revenue;
- ◆ Jessica Johnson with Mental Health;
- ◆ Kristi Jones with Conservation;
- ◆ Bobbie Angie Jones with Public Health;
- ◆ Sonja Kennedy with Transportation;
- ◆ Elizabeth LeCroy with Revenue;
- ◆ Carmen Leonard with Transportation;
- ◆ Changlan Li with Revenue;
- ◆ Maketa Longmire with Mental Health;
- ◆ Bobby Lusk, Jr. with Transportation;
- ◆ Joseph Mallard with Transportation;
- ◆ Joe Marshall with Youth Services;
- ◆ Joe Marvin, III with Transportation;
- ◆ Donald Matson with Insurance;
- ◆ Lillian McCray with Mental Health;
- ◆ Sandra McDaniel with Human Resources;
- ◆ Frankie McLaney with Corrections;
- ◆ Maria Melendez with Public Health;
- ◆ Barbara Mills with Human Resources;
- ◆ Mary Mitchell with Mental Health;
- ◆ Shannon Mitchell with Public Health;
- ◆ Annie Mobley with Human Resources;
- ◆ Erica Moulds with Education;
- ◆ Patricia Mulcahy with Environmental Management;

- ◆ Chiquita Murrell with Transportation;
- ◆ Gabrielle Nikolich with Environmental Management;
- ◆ Tracy Parks with Human Resources;
- ◆ Eleanor Rene Pearson with Public Health;
- ◆ Eugene Perry with Pardons & Paroles;
- ◆ Tomika Pippins with Corrections;
- ◆ Regina Portis with Mental Health;
- ◆ Barbara Pritchett with Human Resources;
- ◆ Debra Pruitt with Industrial Relations;
- ◆ Cassandra Reynolds with Public Health;
- ◆ Martha Roberts with Public Health;
- ◆ Tamara Rogers with Transportation;
- ◆ Bonnie Russell with Transportation;
- ◆ Stephanie Sammons with Transportation;
- ◆ Sandra Scott with Public Health;
- ◆ Tiffany Seamon with Corrections;
- ◆ Jacqueline Stokes with Human Resources;
- ◆ Carl Thornell with Corrections;
- ◆ Gregory Tubbs with Transportation;
- ◆ Melissa Turner with Human Resources;
- ◆ Roxanne Weaver with Mental Health;
- ◆ Martina Willis-McCullough with Rehabilitation Services; and
- ◆ Andrea Brook Wray with Public Health.

For more information on how to donate leave to one of these individuals, please visit the State Personnel Department website at www.personnel.state.al.us. To donate your leave to a qualified employee, please visit your personnel manager and request a Form 25A or [download](#) it from the State Personnel website.